

PARENT-TEACHER ORGANIZATION OF SCHOOL DISTRICT 103 BY-LAWS

ARTICLE I – NAME

The name of the organization shall be the Parent-Teacher Organization of School District 103 (“PTO” or “organization”). School District 103 is the Lincolnshire-Prairie View School District 103 in Lake County, Illinois (“District 103”).

ARTICLE II – ENDURING OBJECTIVES

1. To promote an environment in which every student has the opportunity to grow intellectually, socially, emotionally, and physically.
2. To promote a close relationship between the home and the school, so that parents, guardians, teachers, school staff, and school administrators may cooperate in the education and enrichment of the students.
3. To bring the community and school into closer contact, stimulating interest in, and encouraging support for, our school.
4. To raise funds to support PTO objectives.

ARTICLE III – POLICIES

- Section 1. This organization shall be non-commercial and non-sectarian. It shall not endorse any commercial enterprise or candidate. Neither the name of the organization nor the names of any members in their official capacities shall be used in connection with any commercial concern or with any partisan interest, nor for any purpose other than the work of the PTO.
- Section 2. The business of this organization shall be conducted under Robert’s Rules of Order in all cases in which they do not conflict with these By-Laws.
- Section 3. This organization may take a position and work actively on community issues affecting the interests of the schools. It shall not seek to direct the administrative activities of the school(s) or to control their policies.
- Section 4. This organization may cooperate with other organizations and agencies active in child welfare provided its representatives make no commitments that bind the PTO.
- Section 5. This organization will provide volunteer services in District 103.

Section 6. This organization provides funds for educational and community programs, as well as special projects, in District 103.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. Any and all persons who parents or guardians of students currently registered in District 103 that are interested in the purpose of this organization and who are willing to subscribe to its By-Laws and Handbook, as further defined below, may become members upon the payment of dues prescribed in Section 2 below.

Section 2. Annual dues for all members shall be set no later than the April meeting.

Section 3. The membership year shall be from September 1 to August 31 and any person joining during the year shall pay dues for that year.

Section 4. An annual enrollment drive for members shall be conducted. Additional members shall be accepted at any time.

Section 5. Honorary membership may be extended to the faculty and to the administration. The District 103 Superintendent, Assistant Superintendent(s) and principal(s) of each school in District 103 shall be recognized as honorary members.

ARTICLE V – BOARD MEETINGS

Section 1. General PTO Board meetings shall be held at any time that the Board of Directors (as defined in Article VI) deems necessary for the transaction of business or for a general interest program. A notice of a General Board meeting shall be posted at least thirty (30) days in advance. Notice may be made by posting on a PTO calendar available to members on any public platform. The meeting shall be open to the general public, but the privilege of making motions, debating and voting shall be limited to the members of the Board of Directors. The Board of Directors may allow public comments, subject to reasonable rules presented by the Executive Committee and adopted by the Board of Directors.

Section 2. A Special PTO Board meeting may be called by the Board of Directors upon five (5) days written notice to the members. Notice may be made by posting on a PTO calendar available to members on any public platform.

Section 3. An Annual Members meeting is to be held annually no later than the last day of the school year at which time the new Board of Directors shall be elected, and the financial report presented and approved. The Annual Membership meeting may be held in conjunction with a General Board meeting. The meeting shall be open to the general public, but the privilege of making motions, debating and voting shall be limited to the members of the PTO. The Board of Directors may allow public comments, subject to reasonable rules presented by the Executive Committee and adopted by the Board of Directors. The Annual

Section 4. The PTO members present at any duly noticed meeting shall constitute a quorum for the transaction of business.

ARTICLE VI –BOARD OF DIRECTORS

Section 1. PTO shall be run by its Board of Directors, which consists of the President, Vice-President, Communications Director, Treasurer, Recording Secretary, Data Director, School Vice Presidents (Senior and Junior), Standing Committee Chairpersons, and any Special Committee Chairpersons as the Executive Committee deems necessary. The Superintendent, Assistant Superintendent(s) and principals of each school in District 103 are recognized as ex-officio members of the Board of Directors.

The Standing Committees are: Executive Committee, Fundraising Committee, Community Relations/Hospitality, Music Appreciation Committee, Grants Committee, Legislative Committee, Scotte S. Guziec “Volunteer of the Year Award” Committee, and Dawn Anderson Volunteer Angel Award Committee.

Section 2. All members of the Board of Directors must be members of the PTO.

Section 3. The term of office for members of the Board of Directors, except the Treasurer, shall begin on the first day of summer break after the last day of the regular school year, as adjusted by any extensions due to emergency days during the year. The term of office for the Treasurer shall be July 1st to June 30th to coincide with the PTO fiscal year.

Section 4. In an emergency, an individual may hold more than one position on the Board of Directors at a given time. In this event, however, the individual shall exercise voting rights for only one position and the membership of the Board of Directors should be reduced by one for the purpose of determining the quorum.

Section 5. Any Board member not in attendance for three (3) consecutive meetings may be subject to dismissal upon action by, and at the discretion of, the Board of Directors.

Section 6. Specific duties of each member of the Board of Directors are set forth in the PTO Handbook, appended hereto and incorporated by reference. The PTO Handbook is described in further detail in Article X herein.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be the planning and advisory committee for the Board of Directors unless those duties are specifically assigned to another Standing Committee. The Executive Committee shall consist of the President, Vice President, Treasurer, Communications Director, Recording Secretary, Data

Director, Fundraising Committee Chair, Music Appreciation Committee Chair, and each School Senior and Junior Vice President.

Section 2. The Executive Committee will work to improve the efficiency and effectiveness of the PTO. This shall not be a governing body, except as set forth in these By-Laws.

Section 3. The specific duties of the Executive Committee are outlined in the Handbook.

ARTICLE VIII – STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committee

1. Fulfill a long term, on-going function in promoting the objective and carrying on the work of the organization.
2. A Standing Committee Chairperson is a member of the Board of Directors.
3. A Standing Committee is created and dissolved by the Board of Directors.
4. Standing Committee(s) expenditures must be approved by the Board of Directors as part of the budget.

Section 2. Special Committee

1. Fulfills a short-term function or project to carry out an immediate need.
2. Special Committee Chairperson(s) may come from the general membership with a Board member acting as a liaison.
3. Special Committee(s) are created and dissolved by the Executive Committee.
4. Special Committee(s) expenditures must be approved by the Executive Committee.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1. The Executive Committee will select a slate of board members for the ensuing year to be presented to the Board of Directors for approval.

Section 2. PTO members may present the names of candidates, including their own, for nomination in writing to the members of the Executive Committee before the last meeting of the school year. The Executive Committee shall report by the last meeting of the school year the names of one or more candidates for each Board of

Directors position. The consent of each candidate must be obtained before his or her name is placed in nomination

Section 3. No Board of Directors member shall serve in the same capacity for more than three (3) consecutive years unless approved by the Board of Directors with a vote.

Section 4. At the Annual meeting, election shall be by ballot, except that the vote may be oral when there is no contest. A majority shall be required for adoption of the slate. Any slate position remaining open after the Annual meeting may be filled by a candidate offering to fill that position with the approval of the Executive Committee.

ARTICLE X – POLICY HANDBOOK

Section 1. The PTO Handbook outlines the job description of the Board of Directors, Standing Committees, and Special Committees.

Section 2. The PTO Handbook shall also set forth a brief history of the PTO, further objectives of the PTO and policy guidelines for PTO business.

Section 3. The Legislative Committee shall make recommendations to the Board of Directors for modifications, deletions, and additions to the Handbook at any time deemed necessary. Such changes shall be presented to the Board of Directors for approval at a General or Annual meeting with at least five (5) days written notice to the members. Notice may be made by posting on a PTO calendar available to members on any public platform.

Section 4. The PTO Handbook shall also outline the general obligations and expectations of all PTO volunteers. Members of the Board of Directors are expected to read, understand, and acknowledge receipt of the PTO Handbook. Volunteers are expected to read and understand volunteer expectations as outlined in Section VI of the PTO Handbook.

ARTICLE XI – AMENDMENTS AND CHANGES TO BY-LAWS

Section 1. These By-Laws may be changed or amended at any General, Annual or Special meeting by a two-thirds vote of the PTO members present, provided five (5) days written notice of the proposed amendment was given to PTO members. Notice may be made by posting on a PTO calendar available to members on any public platform.

Section 2. A Legislative Committee, chaired by the Vice President, shall review the By-Laws and Handbook every other year.

ARTICLE XII – DISSOLUTION

- Section 1. Dissolution of the PTO may occur upon a two-thirds vote of the PTO members present at a Special meeting of the Board of Directors. Such Special meeting may be called upon a thirty (30) days written notice to all members.
- Section 2. If the vote is in favor of dissolution, the Board of Directors shall pay, or make provisions for the payment, of all liabilities of the PTO. Any remaining assets may be donated to a not-for-profit benefiting District 103 chosen by a majority vote of the Board of Directors. If a not-for-profit cannot be chosen or identified, then the assets shall be donated to District 103.

Adopted 12/82 – revised 6/83, 4/87, 4/91, 4/94, 2/96, 11/02, 4/04, 2/06, 1/08, 2/10, 5/11, 9/12, 9/14, 5/21